Haverhill School Committee
November 19, 2025

HEA Safe Working and Learning Environment

PREAMBLE: CBA Page 4
Union Proposal #7 - Reporting Unsafe Conditions

Whistleblower protection for employees.

The Employer and the Union are committed to a school environment free of bullying, harassment, and intimidation. Haverhill School Committee Policy Subcommittee will undertake the review and revision necessary to establish a Whistleblower policy that mirrors the existing City of Haverhill policy.

Example of the City Policy:

City of Haverhill
Whistleblower Policy

1. Purpose and Scope

The purpose of this Policy is to codify a process for employees of the City of Haverhill (the "City") to report any violations of law or risks to public health, safety, or the environment, as set forth in G.L. c. 149 § 185, and to assure City employees that it will protect them from being retaliated against for doing so.

This Policy applies to all City employees; however, to the extent that this Policy conflicts with the provision of any collective bargaining agreement or individual employment contract to which the City is a party, such agreement or contract will control.

In addition, to the extent that this Policy conflicts with G.L. c. 149 § 185, the statute will control.

2. Definitions

- **"Employee"** means any individual who performs services for and under the control and direction of the City of Haverhill for wages or other remuneration.
- **"Employer"** means the City of Haverhill.
- **"Improper government conduct"** means a violation of law, or a rule or regulation promulgated pursuant to law, or an activity, policy or practice which the employee reasonably believes poses a risk to public health, safety or the environment committed by the City or by another employer or public utility employer with whom the City has a business relationship.
- **"Public body"** means (A) any popularly elected City government body, or any member or employee thereof; (B) any City regulat ory, administrative or public agency or authority, or instrumentality thereof; (C) any City law enforcement agency, prosecutorial office, or police or peace officer; or (D) any division, board, bureau, office, committee or commission of any of the public bodies described in the above paragraphs of this subsection.

- **"Retaliation"** means the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- **"Supervisor"** means any individual to whom the City of Haverhill has given the authority to direct and control the work performance of the affected employee, who has authority to take corrective action regarding the violation of the law, rule, or regulation of which the employee complains, or who has been designated by the City to receive reports made under this Policy. Supervisors are limited to department heads, the director of human resources, and the mayor.

3. Reporting Improper Government Conduct

The City encourages employees who become aware of or suspect that the City or another employer with whom the City has business relations has engaged in improper government conduct to report said conduct or suspected conduct to his/her immediate supervisor, department head, or the director of human resources. All City supervisory employees and department heads are required to notify the director of human resources, in writing, of any such reports. The director of human resources may require that the employee who made the report submit further documentation to him/her in a writing detailing the alleged or suspected improper government conduct.

Employees are not required to comply the reporting procedure set forth in this section if they:

(A) are reasonably certain that the activity, policy or practice is known to one or more supervisors of the employer or public utility employer and the situation is emergency in nature;

(B) reasonably fear physical harm as a result of the disclosure provided; or

(C) make the disclosure to a public body for the purpose of providing evidence of what the employee reasonably believes to be a crime.

Employees who fail to make a good-faith attempt to follow this policy in reporting improper government conduct may not receive the protections provided by G.L. c. 149 § 185.

Knowingly, or with reason to know, making a false report is prohibited.

4. City's Response to Reports of Improper Government Conduct

Upon receiving a report under Section 3 above, the City will promptly commence an investigation to substantiate the report. When the City completes the investigation, it will notify the employee who made the report of the results, unless doing so would undermine the integrity of the investigation, the enforcement of G.L. c. 149 § 185, or the enforcement of this policy; or unless doing so would reveal records protected from disclosure by law.

5. Retaliation is Prohibited

It is prohibited to retaliate against an employee who does the following:

(A)Discloses, or threatens to disclose to a supervisor or to a public body any improper government conduct.

(B) Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any improper government conduct.

(C) Objects to, or refuses to participate in any activity, policy, or practice that the employee reasonably believes constitutes improper government conduct.

This Section 5 does not apply to Subsections (A) and (B) unless the employee has provided written notice of his/her report of the alleged improper government conduct, as provided in

Section 3 above, and has afforded the City a reasonable opportunity to correct any such conduct.

6. Enforcement and Administration

Employees who violate this Policy will be subject to discipline, up to and including termination from employment, in accordance with the applicable City disciplinary policies and procedures. This Policy will be administered by the Human Resources Department, who will ensure that it is permanently posted on the City's website, where all employees will have reasonable access to it.

The Human Resources Office will further provide a hard or electronic copy of the Policy to any employee upon request.

The human resources director will notify the Mayor or his/her designee of all reports made under this Policy as well as the outcome thereof and will provide the Mayor or his/her designee with an annual report of the same.

TEACHER PROTECTION

Safe Working and Learning Environment
Union Proposal #9
New language

Behavior Supports Working Groups

Each school will support a behavioral intervention response working group. This group shall develop and work with employees to implement behavior intervention protocols for students who have been identified as having challenging behavior that requires additional evidence-based intervention. Behavior response working group members will meet regularly.

Safe Working and Learning Environment
New language:

Safe Learning and Working Environment Taskforce

Effective for the course of the contract, the Haverhill School Committee and the Haverhill Education Association mutually agree to continue the work of the *Safe Learning and Working Environment Taskforce* to support a safe working environment. Nothing in provision shall be construed to limit or waive the District's inherent or customary managerial rights or prerogatives including those that may be referenced herein. The parties agree that only compliance with the processes outlined in this Article shall be subject to the grievance and arbitration procedure.

A. The Taskforce will be composed of up to 4 appointees from the District and up to 4 appointees from the Haverhill Education Association.

B. The Taskforce will meet at least quarterly.

C. The Taskforce is charged with the sustained review and enhancement of mutually defined, district-wide staff reporting forms and protocols concerning classroom safety. Discussion items for the Taskforce include, but are not limited to:

a. A system that is electronic and accessible by all to members, that is clear and consistent and includes a mechanism for tracking, providing feedback to and follow up from administration and teachers.

D. Upon request and subject to scheduling, the Taskforce will meet no later than one month following the ratification of the Teachers collective bargaining agreement. In subsequent years of this agreement, the first meeting will occur no later than September 15th to determine any changes to the processes developed. In subsequent years of this agreement, the Taskforce will meet bi-annually or by mutual agreement, but not more than quarterly.

E. The District will continue to provide training to existing and future personnel on the mutually agreed upon systems and protocols, and will continue to make ongoing training and reasonable resources available to all staff.

Article II - Sick Leave - CBA Page 31

HPS Parental Leave - *Effective the date of the MOA signed agreement.*

To ensure eligibility for parental leave and facilitate necessary paperwork, an employee planning a leave of absence must notify the Human Resources Benefits Specialist of the estimated start date at least ninety (90) days prior to the expected commencement of the leave.

Employees are strongly encouraged to provide earlier notification. Giving advance notice is critical as it allows the Administration more time to effectively arrange for a substitute educator, thereby ensuring essential continuity of instruction for students.

Birthing Parent:

An employee who has given birth may take a leave of absence commencing on the day of delivery. The maximum duration of this paid leave is sixty (60) consecutive workdays or the remainder of the current school year, whichever comes first.

Compensation during this medical leave is structured as follows:

- **First Ten (10) Days:** The employer will pay 100% of the employee's base wages.
- **Remaining Fifty (50) Days:** The employee may use their accumulated sick leave to receive pay during this period.
- **Staff Spouses:** Spouses who both work for the Haverhill Public Schools are limited to a combined total of sixty (60) days of leave.
- **Family Medical Leave Act:** Employees who meet FMLA eligibility requirements will have their parental leave coded under FMLA.

Non-Birthing Parent:

An employee who has not given birth to the child (e.g., non-birthing parent) is eligible for up to two (2) weeks of paid parental leave.

Compensation and Duration:

- **Paid Leave:** The employer will pay 100% of base wages for the first ten (10) workdays of this parental leave.
- **Accruals:** If the non-birthing parent has available family illness days or personal days accrued, they are permitted to utilize those days during their leave, if desired.
- **Extended Leave (Unpaid):** Any additional leave time, up to the remaining fifty (50) days, will be unpaid. This time can be taken within one year of the birth of the child.
- **Staff Spouses:** Spouses who both work for the Haverhill Public Schools are limited to a combined total of sixty (60) days of leave.
- **Family Medical Leave Act:** Employees who meet FMLA eligibility requirements will have their parental leave coded under FMLA.

Additional Information:

1. **Summer Weeks:** The non-work weeks during the summer break will not count against your Family and Medical Leave Act (FMLA), if eligible, unpaid entitlement.
2. **Paid Leave Start:** The countdown for the paid portion of the post-childbirth recovery leave begins on the day the child is born.
3. **Paid Portion Remaining in Fall:** When school resumes in the fall, you may still have some weeks of paid parental leave remaining of the post-childbirth recovery. However, the determination of whether any of those weeks are paid will depend entirely on the original date of birth.

Upon completion of parental leave, the employee shall be restored to the position the employee held when the parental leave commenced or a substantially equivalent position.

School Committee Proposal #4: School Committee accepts the HEA response 5.21.25 with one modification

Article II- Conditions of Employment

HPS Issued Staff ID Badge

It is understood that all staff members are expected to wear their Haverhill Public Schools identification badge at all times while on campus and during school-sponsored events, both on and off campus. If an ID budget is lost, it must be reported immediately through the Technology ticketing system to deactivate the care and associated access. ID badges are strictly individual and must not be shared with colleagues, students or members of the community. A fee of $5.00 per card may be changed if excessive replacements (more than four) are required within a year.

~~Employees shall not be disciplined for mistakenly failing to follow the expectation.~~